[WORD FORMATTING GUIDELINES]

Documents submitted should be created using the following format settings. When document a does not follow the format settings, it cannot be processed by the Texas Register software for editing.

The following instructions are based on Word 2010. If you have another version of Word, please seek assistance through Word help or your IT department to ensure your formatting is set appropriately.

Setting the style format

1. Home tab
   a. Under "Styles"
   b. Select "¶ Normal"

Removing numbered and bulleted lists

1. File tab
2. Select "Options" (below "Help" on the left side menu)
3. "Word Options" menu opens as a pop-up
   a. Select "Proofing"
   b. Select "AutoCorrect Options…"
4. "AutoCorrect" menu opens as a secondary pop-up
   a. Select the "AutoFormat" tab
      i. Under the "Apply" section
         1. Uncheck the following:
            a. "Built-in Heading styles,"
            b. "List styles,"
            c. "Automatic bulleted lists" and
            d. "Other paragraph styles"
   b. Select "OK"
   c. Select the "AutoFormat As You Type" tab
      i. Under the "Apply as you type section"
         1. Uncheck the following:
            a. "Automatic bulleted lists,"
            b. "Automatic numbered lists,"
            c. "Border lines,"
            d. "Tables" and
            e. "Built-in Heading styles"

Inserting the section symbol sign

1. Insert tab
2. Select "Symbol"
   a. Select "More symbols,"
   b. Under the "Subset drop-down menu
      i. Select "Latin-1 Supplement"
      ii. Select "§" (the "section sign," character code "00A7")

Inserting bullets

While automatic bullet listing is seen as an image, it is still possible to create a bulleted list manually by inserting the bullet symbol.

1. Insert tab
2. Select "Symbol"
   a. Under the "Subset" drop-down menu
      i. Select "Latin-1 Supplement"
      ii. Select "·" (the "middot," character code "00B7")
3. Copy and paste this as needed to create the bulleted list, manually.

Saving the Word document

1. File tab
2. Select "Save As"
   a. Under File name
      i. Create a file name less than ten alphanumeric characters (using only letters and numbers, no special characters or symbols)
      ii. Examples: SEC101, TxRegSub15, AGOpinions
         1. Do not type ".doc" or ".docx" in the file name. Word will add the extension once the type of document is selected
   b. Under "Save As Type" drop-down menu
      i. Select "Word Document (*.docx)" OR
      ii. Select "Word 97-2003 Document (*.doc)"
3. Select "Save"

Utilizing paragraph viewer

This will show all the paragraph markers and any additional hidden formatting within the document

1. Home tab
   a. Under "Paragraph"
   b. Select "¶"
      i. Determine paragraphs are entered appropriately; see a "¶" at the end of the line for a hard return.
      ii. A soft return is not recognized by the programming and will form one solid paragraph; see a "↵"